

QUESTIONS & RESPONSES
DTFAWA-09-R-02970-8870

1. What is FAA's guidance regarding the allocation of work between the three cited locations? (F.4, page 10)

It is anticipated the majority of work will be performed off-site at the Contractor's facility; however, some work will be required at FAA headquarters.

2. The list of Delivery Items, F.6, does not appear to be associated with "Program Support for Franchise Fund Coordination Center, will the FAA be replacing paragraph F.6? (F.6, page 11)

Please see Amendment 0001

3. Would a letter from our financial institution stating our adequate financial resources be sufficient in response to the requirement, to be included in Volume V as part of the Financial Statements? (L.10, page A-3 – first bullet)

A letter from a financial institution may be submitted in addition to information required in Volume V – Price Proposal.

4. Are we to submit an electronic copy via e-mail of the proposal? (L.4(e), page A-2)

Paragraph L.4(a) states that an electronic offer may be submitted by email. However, the Offeror is required to submit a complete original (hard copy) signed proposal in accordance with L.6.1. Proposals must be mailed, hand-carried, delivered by courier or Express Mail to the Contracting Specialist. Please see Amendment 0001

5. Is an electronic copy, such as a CD, required with the hard copy submission? (L.4(e), page A-2)

Please see above response to Question #4. An electronic copy is not required with the hard copy submission

6. Past Performance Questionnaires are mentioned in L.15.1(c); however a Questionnaire was not provided with the SIR. (L.15.1(b), page A-4)

Please see Amendment 0001

- a. Will the Government provide the Questionnaire template to forward to our clients?

Please see Amendment 0001

- b. Could the Government provide a due date for the Questionnaires?

Please see Amendment 0001. Past Performance Questionnaires are not required, however, the required Past Performance documents are due at time of submission.

7. Is there an item missing for L.15.1, the end of item (d) is followed by “and” (L.15.1, page A-4)

Please see Amendment 0001. The “and” refers to paragraph L.15.2 which should be part of paragraph L.15.1.

8. Section L.17.3.1 indicates that a binder cover sheet and a table of contents page is required for each volume. Do the binder cover sheet and table of contents page apply toward the page count limit for Volumes II, III, and IV? (L.17.3.1, page A-6)

A binder cover sheet is required for each volume and does not count against the page count limits. Volume I requires a Table of Contents. A Offeror may submit the Table of Contents with Volumes II, III, IV, and V. If a Table of Content is included in Volumes II, III, IV, and V, it will not count against the page count limits.

9. In addition to the requirement for a binder cover sheet for each volume, is a title page allowed? If so, would the title page apply toward the page count limit for Volumes II, III, and IV? (L.17.3.1, page A-6)

Title pages are allowed, but if included will count against the page count limits.

10. Could the company logo be placed on the title page? (L.17.3.1, page A-6)

The binder cover sheet and Table of Contents, if included, are the only pages that may include the offeror's name and, if desired, the company logo. All other pages must not contain any information which identifies the Offeror, such as company name, address, or logo.

11. Can the company logo appear on the edge of the binder, binder cover? (L.17.3.1 page A-6)

Please see above response to Question #10.

12. Would the Government clarify what the requirement is for Indexing? (L.17.3.2, page A-7)

- a. Is the Government referring to "Indexing" as the Table of Contexts which shows the proposal section numbers and headers, that is to be provided in each volume?

Indexing does not refer to Table of Contents. Indexing must be used to identify all proposed sections (i.e. tabs, dividers)

- b. Is the Government also looking for a compliance matrix?

The Government does not require a compliance matrix.

- c. Should this be included in a section of one or all of the volumes?

All volumes must be indexed.

- d. Will it apply toward the page limit for Volumes II, III, and IV?

The indexing does not apply toward the page limits for Volumes II, III, and IV.

13. Does the requirement for 1.5 line spacing apply to section and/or paragraph headings? (L.17.3.3, page A-7)

A space and a half between lines is a minimum.

14. Does the 12 point font, and the one and a half line spacing apply to Volumes I and V, as these are primarily forms or additional documentation that are provided to us in a format that would not comply with the 12 point font, or the line spacing requirement? (L.17.3.3, page A-7)

The font and spacing requirements do not apply to the forms provided in the SIR, however the requirements do apply to any additional documentation provided by the Offeror in response to the SIR.

15. Does the 12 point font, and the one and a half line spacing apply to the Resumes; would the Government consider single line space for the Resumes? (L.17.3.3, page A-7)

Paragraph L.17.3.3.1 applies to the Resumes. The type size must not be less than 12 points with a space and a half between lines.

16. Would the Government consider 8 point font for tables and graphics, and single line spacing for tables? (L.17.3.3, page A-7)

Paragraph L.17.3.3.1 does not apply to Tables and Graphics.

17. Each volume will include a Table of Contents that will be collectively included in Section A of Volume I; Section A of Volume I also requests a listing of all acronyms used. In addition to the Table of Contents included, should each volume contain a list of acronyms within each volume along with the Table of Contents? If so, will it apply toward the page limit for Volumes II, III, and IV? (L.18.1.1, A-7)

The list of acronyms is only required in Volume I. If the Offer chooses to include acronym list in each volume the page will count against each volumes page count limits. The Offeror may submit a Table of Contents for each volume. Please see response to Question #8.

18. If amendments are posted for this SIR; (L.18.1.2, page A-7)

- a. Will a completed copy of the amendment be a required submission?

Yes, please refer to 3.2.23-12 Amendments to Screening Information Requests (July 2004) on Page A-1, Paragraph L.3, 3.1-1 Clauses and Provisions Incorporated by Reference (December 2005)

- b. Would they go in Volume I, Section B behind the SF33?

Signed Amendments will go in Volume I. Location is not specified in the SIR.

19. Section B, Supplies/Services and Price Costs are requirements for both Volumes I and V, is this correct? (L.18.1.3, page A-7, and L.22, page A-9)

Yes.

20. Section K was not included with the SIR; will Section K be provided as a separate document? (L.18.1.4, page A-7)

Please see Amendment 0001

21. We are having trouble with the fields of Attachment L-1, can we reformat the document to enable us to fill in the form without using the form fields? (L.18.1.5, page A-7)

Attachment L-1 may not be reformatted.

22. Please clarify that this should be Section B – Resumes. (L.20.2, A-9)

Yes. Resumes must be located in Volume III, Section B.

23. Volume III includes the requirement for the resumes and the volume has a 12 page limit; will the resumes be excluded from the volume's page limit? (L.20.2, A-9)

Resumes are included in the page limit for Volume III.

24. Can the resumes indicate a candidate's current employer if that candidate is currently employed by the offeror? (L.20.2, A-9)

Yes.

25. Is the requirement for past performance to be submitted only for a prime contractor or will past performance from a subcontractor be considered? (L.21, A-9)

Past performance must only be from submitted the prime contractor. However, work performed by the prime contractor as subcontractor will be considered.

26. The first sentence requests a summary of three (3) past or current contracts or activities, the third and fourth sentences request four (4) past or current contracts, examples; is the past performance for 3 or 4 contract descriptions? (L.21, A-9)

The past performance requires the Offeror to:

- **provide a summary of three (3) past or current contracts or activities in financial management with an understanding of Franchise Fund activities and Service Order Agreements. Explain any previous experience your company has had with depot-level FAA Integrated Logistics Support (ILS) work. Extensive knowledge and at least 8 years prior work experience involving invoice tracking, preparation and presentation of financial status reports.**
- **show from four (4) past or current contracts, examples of cost savings resulting from your company's performance of financial analyses and the dollar value saved.**
- **list from four (4) past or current contracts, examples of previous positions where your company has entered into a new award contract and was able to perform the existing work without delay or interruption.**

Offerors will need a total of 11 examples, however they may cite the same contract under each type of example if they apply.

27. Would the Government consider using single line spacing for Volume IV? The 1.5 line spacing does not allow for an adequate response to the requirement. (L.21, A-9)

Paragraph L.17.3.3.1 applies Volume IV. The type size must not be less than 12 points with a space and a half between lines.